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**FISCAL YEAR 2003 BUDGET**

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**Fund Summary**

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**Fund Name** : Cable Television  
**Department Name** : Finance & Administration  
**Fund/Department No.** : 208 / 65

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	<u>FY2002 BUDGET</u>	<u>FY2002 ESTIMATE</u>	<u>FY2003 BUDGET</u>
Beginning Fund Balance	35,095	35,095	92,435
Current Revenues	<u>1,664,313</u>	<u>1,406,000</u>	<u>1,510,500</u>
Total Available Resources	<u>1,699,408</u>	<u>1,441,095</u>	<u>1,602,935</u>
Maintenance and Operations	<u>1,664,313</u>	<u>1,348,660</u>	<u>1,488,019</u>
Total Expenditures	1,664,313	1,348,660	1,488,019
Planned Ending Fund Balance	<u>35,095</u>	<u>92,435</u>	<u>114,916</u>
Total Budget	<u>1,699,408</u>	<u>1,441,095</u>	<u>1,602,935</u>

The above summarizes the FY2002 Budget, the FY2002 Estimate and the FY2003 Budget for the Cable Television Fund. Also included are the beginning and ending fund balances, total available resources and total expenditures.

The mission of the Municipal Channel is to effectively communicate relevant information about the City of Houston and its municipal government to the public. The Municipal Channel assists City departments and elected officials in promoting local events and disseminating information about municipal services and legislative issues.

The Cable Communications Division of the Finance & Administration Department is responsible for operating the Municipal Access Channel, its facilities, and the Cable Access Playback System. The Cable Access Playback System is used by the municipal, public, and two educational access channels to deliver programming to the cable television systems in Houston.

Operations of the Municipal Channel are supported through contributions received from the Cable television companies located in the city. These contributions are based on a rate charged per subscriber of the cable television company. Fifty-percent of the contributions received are retained by the Municipal Access Channel, and the remaining fifty-percent is disbursed to the Public Access Channel.

As a result of flooding from Tropical Storm Allison in FY2002, the Municipal Channel relocated to the Houston Community College System located at 3100 Main. In FY2002, a savings was realized due to a reduction of rent and personnel costs. Part time staff and contracts associated with the Cable Access Playback System were not utilized due to being out of operation for most of FY2002. In FY2003, the Cable Access Playback System will be back in full operation, and will resume 24 hours, 7 days a week programming.

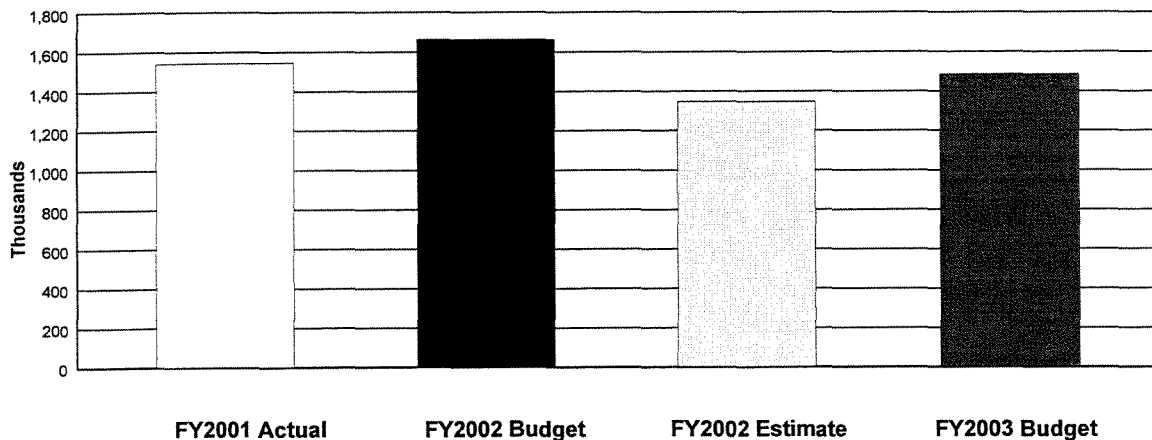
**FISCAL YEAR 2003 BUDGET**

**Department Budget Summary**

**Fund Name** : Cable Television  
**Department Name** : Finance & Administration  
**Fund/Department No.** : 208 / 65

		<u>FY2001 Actual</u>	<u>FY2002 Budget</u>	<u>FY2002 Estimate</u>	<u>FY2003 Budget</u>
Expenditure Summary	Personnel Services	492,149	581,415	445,468	484,855
	Supplies	31,410	52,100	28,100	34,150
	Other Services and Charges	1,001,629	1,001,298	872,092	932,039
	Equipment	18,728	18,500	0	32,875
	Non-Capital Equipment	3,470	11,000	3,000	4,100
	Total M & O Expenditures	1,547,386	1,664,313	1,348,660	1,488,019
	Debt Service & Other Uses	0	0	0	0
	Total Expenditures	1,547,386	1,664,313	1,348,660	1,488,019
Revenue Summary		1,370,857	1,664,313	1,406,000	1,510,500
Staffing Summary	Full-Time Equivalents - Civilian	10.7	12.5	14.0	10.1
	Full-Time Equivalents - Classified	0.0	0.0	0.0	0.0
	Total	10.7	12.5	14.0	10.1
	Full-Time Equivalents-Overtime	0.3	1.1	0.0	0.2
Budget Highlights	<ul style="list-style-type: none"> <li>o Produce new and innovative programming regarding city services and community initiatives.</li> <li>o Produce City Department and Council Member features, live/studio productions, Community bulletin boards, and other programming that is of general interest or concern to the community.</li> <li>o Enhance the Municipal Channel's digital infrastructure, and provide multiple broadcast capabilities.</li> </ul>				

**Cable Television  
Finance & Administration  
Expenditure Summary**



**FISCAL YEAR 2003 BUDGET**

Department Program Summary	
<b>Fund Name</b> : Cable Television <b>Department Name</b> : Finance & Administration <b>Fund/Department No.</b> : 208 / 65	
Program Description	Program Objectives
<b>Cable Television</b> 1870 <b>Municipal Cable TV</b> 1870 Manage and operate the City's municipal channel.	Maintain productions at FY2002 level.

**FISCAL YEAR 2003 BUDGET**

Department Program Summary									
Fund Name : Cable Television Department Name : Finance & Administration Fund/Department No. : 208 / 65									
Program Performance Measures	FY2001 Actual			FY2002 Estimate			FY2003 Budget		
	Program Activities	Budget FTEs	Program Costs \$	Program Activities	Budget FTEs	Program Costs \$	Program Activities	Budget FTEs	Program Costs \$
Productions	145			150			150		
Programming hours	35			40			40		
	10.7		1,547,386	14.0		1,348,660	10.1		1,488,019
Total	<u>10.7</u>		<u>1,547,386</u>	<u>14.0</u>		<u>1,348,660</u>	<u>10.1</u>		<u>1,488,019</u>

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<b>NO. of POSITIONS</b>	<b>JOB DESCRIPTION</b>	<b>JOB CLASS CODE</b>	<b>PAY GRADE</b>
1	ADMINISTRATIVE SPECIALIST	3025	20
1	CABLE ACCESS OPERATIONS SUPERVISOR	4615	22
1	DIVISION MANAGER	3030	29
2	MASTER CONTROL OPERATOR	4382	14
3	PRODUCTION SPECIALIST	9628	15
3	SENIOR COMMUNICATIONS TECHNICIAN	4482	19
<hr/> 11.0	<b>Total Positions</b>		
0.9	<b>Less adjustment for Vacancies and Part-Time Employees</b>		
<hr/> 10.1	<b>Full-Time Equivalent</b>		

**FISCAL YEAR 2003 BUDGET**

**Department Revenue Summary**

**Fund Name** : Cable Television  
**Department Name** : Finance & Administration  
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Source	Description	Program Org	Program Name	FY2002 Budget	FY2002 Estimate	FY2003 Budget
8300	Interest On Pooled Investments	1870	Municipal Cable TV	41,000	11,000	<b>13,000</b>
8805	Private Contributions	1870	Municipal Cable TV	1,391,500	1,391,500	<b>1,493,500</b>
8855	Miscellaneous Revenue	1870	Municipal Cable TV	3,500	3,500	<b>4,000</b>
9100	Transfers From General Fund	1870	Municipal Cable TV	228,313	0	<b>0</b>
<b>Total Finance &amp; Administration</b>				<u>1,664,313</u>	<u>1,406,000</u>	<u><b>1,510,500</b></u>

**FISCAL YEAR 2003 BUDGET**

**Fund Name** : Cable Television  
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ACCT	DESCRIPTION	FY2001 Actual	FY2002 Budget	FY2002 Estimate	FY2003 Budget
1100	Salary-Base Pay-Civilian	307,855	358,519	298,519	315,784
1105	Salary-Part Time-Civilian	81,084	91,147	26,000	56,472
1110	Premium Pay-Civilian	204	0	0	0
1120	Overtime-Civilian	17,246	15,000	3,000	10,003
1130	Termination Pay-Civilian	0	3,000	3,000	3,000
1135	Pension-Civilian	30,727	35,852	35,852	31,579
1140	Social Security-Civilian	30,608	35,547	35,547	33,561
1145	Health/Life Ins Active Civilian	22,575	37,050	37,050	28,056
1405	Workers Compensation-Civilian	1,854	2,500	2,500	2,000
1415	Unemployment Claims	0	800	2,000	2,000
1420	Long Term Disability	(4)	2,000	2,000	2,400
<b>Total Personnel Services</b>		<b>492,149</b>	<b>581,415</b>	<b>445,468</b>	<b>484,855</b>
2205	Electrical Hardware & Parts	0	6,000	0	6,000
2210	Mechanical Hardware & Parts	0	1,000	1,000	1,000
2300	Audio-Visual Supplies	24,460	35,000	20,000	16,500
2305	Computer Supplies	424	1,000	1,000	1,000
2306	Paper & Printing Supplies	73	300	300	300
2315	Publications & Printed Materials	483	600	600	600
2323	Postage	0	500	500	500
2325	Miscellaneous Office Supplies	3,809	4,000	4,000	4,500
2600	Fuel	599	700	700	750
2701	Clothing	537	1,500	0	1,500
2738	Miscellaneous Parts & Supplies	1,025	1,500	0	1,500
<b>Total Supplies</b>		<b>31,410</b>	<b>52,100</b>	<b>28,100</b>	<b>34,150</b>
3107	Temporary Personnel Services	27,869	12,500	0	3,500
3305	Advertising Services	1,602	2,500	0	2,000
3345	Miscellaneous Support Services	32,520	60,000	49,500	45,000
3400	Real Estate Lease/Office Rental	99,948	99,948	16,742	51,000
3404	Metro Commuter Passes	1,145	1,300	1,300	0
3409	Office Equipment Rental	1,119	2,500	2,500	1,500
3510	Telephone	6,450	8,000	10,000	9,000
3515	Communication Lines	2,173	3,000	21,500	3,000
3615	Computer Eq/Software Maint Svc	1,052	500	500	500
3616	Communications Equip Services	39,241	60,000	15,000	20,000
3625	Office Equipment Services	475	500	500	500
3626	Vehicle & Motor Equip Services	1,172	1,500	1,500	2,000
3725	IntFd Electrical Maintenance	7,190	0	0	0
3762	IntFd Legal Services	0	500	500	500
3794	Print Shop Services	158	300	300	400
3798	Indirect Cost Recovery Payment	27,952	13,000	13,000	32,389
3799	Mail/Delivery Services	184	350	350	300
3823	Contracts/Sponsorships	741,809	720,000	735,000	746,750
3895	Misc Other Services & Charges	6,394	4,000	0	5,000
3900	Education & Training	1,044	4,000	0	3,000
3905	Membership & Professional Fees	2,075	2,000	2,000	2,300
3910	Travel-Training Related	0	3,000	0	2,000

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ACCT	DESCRIPTION	FY2001 Actual	FY2002 Budget	FY2002 Estimate	FY2003 Budget
3950	Travel-Non-training Related	57	1,500	1,500	1,000
3970	Freight Charges	0	400	400	400
<b>Total Other Services and Charges</b>		<b>1,001,629</b>	<b>1,001,298</b>	<b>872,092</b>	<b>932,039</b>
4430	Microcomputer Equipment	3,123	3,500	0	0
4446	Audio, Video & TV Equipment	15,605	15,000	0	15,500
4510	Vans & Buses	0	0	0	17,375
<b>Total Equipment</b>		<b>18,728</b>	<b>18,500</b>	<b>0</b>	<b>32,875</b>
4810	Non-Capital Office Furniture & Equip	0	1,000	0	0
4820	Non-Capital Computer Equipment	3,470	5,000	0	0
4830	Non-Capital Communication/Elect Equ	0	5,000	3,000	4,100
<b>Total Non-Capital Equipment</b>		<b>3,470</b>	<b>11,000</b>	<b>3,000</b>	<b>4,100</b>
<b>Grand Total Expenditures</b>		<b>1,547,386</b>	<b>1,664,313</b>	<b>1,348,660</b>	<b>1,488,019</b>